



Mississippi Department of
Information Technology Services

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Jackson, MS 39211-6381
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www.its.ms.gov

David C. Johnson, Executive Director

Notice of Intent to Certify Sole Source

To: Interested Parties

From: David C. Johnson

CC: ITS Project Number 46270

Date: February 9, 2021

Re: Sole Source Certification Number 4369 for ReportBeam Software Maintenance for the Mississippi Attorney General's Office (AGO)

Contact Name: Debbie Parker

Contact Phone Number: 601-432-8159

Contact E-mail Address: Debbie.Parker@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4369 for ReportBeam Software Maintenance for the Mississippi Attorney General's Office (AGO), please be advised that ITS intends to award TriTech Software Systems, a CentralSquare Company (CentralSquare), as the sole source provider of ReportBeam software maintenance beginning November 5, 2020 through March 4, 2021 in an amount not to exceed \$4,977.49. If no objections are received, \$25,634.12 for the period of March 5, 2021 through November 4, 2022 will be included in this Sole Source Certification. The State intends to use this Sole Source Certification, if required, through November 4, 2023 for future renewals.

Please be advised that ITS will determine if additional maintenance is within scope during the certification period and may increase the spending authority accordingly. Should TriTech Software Systems change their name during this certification period, then ITS will determine if a recertification is necessary. For an explanation regarding Mississippi state law, policy, and procedures for sole source procurements, refer to Attachment C: Sole Source Procurement Overview.

Sole Source Criteria

1. The product or services being purchased must perform a function for which no other product or source of services exist:

The ReportBeam software supports the entry of Domestic Violence Uniform Reports by law enforcement and the entry of various Protection Orders by the Court clerks. These Uniform Reports and Protection Orders are searchable by the court clerks, law enforcement, Training, Advising, and Counseling (TAC) officers, and dispatchers. The Attorney General's Office has made a business decision to

continue utilizing the ReportBeam Software and needs maintenance for the software.

The customer's sole source certification request is included as Attachment A.

2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services:

Report Beam interfaces the Protection Orders with the National Crime Information Center (NCIC). The Attorney General's Office and law enforcement offices statewide use ReportBeam to issue and monitor protection orders. The Attorney General's Office has made a business decision to continue utilizing the ReportBeam software as it provides phone support, routine maintenance, and software upgrades to the Attorney General's Office Bureau of Victim Assistance. Without this maintenance the AGO loses the ability to manage the system which includes adding and deleting users.

The customer's sole source certification request is included as Attachment A.

3. The product or services must be available only from the manufacturer and not through resellers who could submit competitive pricing for the product or services:

ReportBeam is a sole source product, manufactured, sold, serviced, and distributed exclusively by TriTech Software Systems, a CentralSquare Company (CentralSquare). This product must be purchased directly by institutions from CentralSquare. There are no agents or dealers authorized to resell this product. ReportBeam is sold only as a direct transaction between CentralSquare and end clients.

The vendor's sole source certification letter is included as Attachment B.

Schedule

Task	Date
First Advertisement Date	02/09/21
Second Advertisement Date	02/16/21
Response Deadline From Objectors	02/24/21 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 02/25/21

Project Details

In March 2004, ITS, on behalf of the Mississippi Department of Public Safety (MDPS) and Mississippi Department of Transportation, issued Request for Proposals (RFP) No. 3366 for the acquisition of a turnkey solution to automate the Mississippi Uniform Crash Report System (MUCR). VS Visual Statement, Inc. was the awarded vendor, and ReportBeam was the awarded software. VS Visual Statement was acquired by Trimble, Inc. in 2006. In 2007, the Mississippi Legislature gave the AGO approval to expand the ReportBeam software to include the Protective Order Registry System. AGO certified the maintenance as a sole source using the then procurement methods for certifying as sole source and went live in February 2011. In April 2011, the AGO added a Supplemental form to the ReportBeam software. Trimble, Inc. was acquired by Aptean in 2016. Advanced Public Safety, Inc. and Trimble, Inc. were known as Aptean companies. In February 2018, ITS, on behalf of the AGO issued Notice of Intent to Certify Sole Source No. 4073 for ReportBeam Software Maintenance. No objections were received, and ITS certified the request as a sole source through November 4, 2020. In 2018, the Aptean Public

Sector, Superior, and TriTech Software Systems was combined to form CentralSquare. TriTech Software Systems, a CentralSquare Company (CentralSquare) will provide the ReportBeam maintenance. The ReportBeam maintenance expired November 4, 2020. Trittech is now under new management and the AGO has worked with Trittech to continue the maintenance while AGO seeks to procure a replacement system. The total spent-to-date for the project is \$113,352.54.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the maintenance should not be certified as a sole source should provide information in the following format for the state to use in determining whether or not to proceed with awarding the Sole Source contract to TriTech Software Systems, a CentralSquare Company.

1.1 Interested Party Information

1.1.1 Contact Name, Phone Number and email address

1.1.2 Company Website URL, if applicable

1.2 Objection to Sole Source Certification

1.2.1 Interested parties must present specific objections to the Sole Source certification using the criteria listed above.

1.2.2 A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.

1.3 Comments will be accepted at any time prior to Wednesday, February 24, 2021, at 3:00 p.m. (Central Time) to Debbie Parker at Debbie.Parker@its.ms.gov or at the Mississippi Department of Information Technology Services, 3771 Eastwood Drive, Jackson, Mississippi 39211. Responses may be delivered by hand, via regular mail, overnight delivery, e-mail or by fax. Fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES. It is solely the responsibility of the Interested Parties that responses reach ITS on time. Interested Parties may contact Debbie Parker to verify the receipt of their Responses. Responses received after the deadline will be rejected.

1.4 Interested Party responses should include the following information:

<p style="text-align: center;">SUBMITTED IN RESPONSE TO Sole Source Certification No. 4369-46270 Accepted until February 24, 2021 @ 3:00 p.m., ATTENTION: Debbie Parker</p>

If you have any questions concerning the information above or if we can be of further assistance, please contact Debbie Parker at 601-432-8159 or via email at Debbie.Parker@its.ms.gov.

Attachment A: Customer Sole Source Certification Request
Attachment B: Vendor Correspondence
Attachment C: Sole Source Procurement Overview



3771 Eastwood Drive
Jackson, Mississippi 39211
Phone 601-432-8000 Fax 601-713-6380

Sole Source Certification Request

Project Title: AGO – CentralSquare/TriTech Maintenance Renewal Stimulus (ARRA) Funds? Yes No X				
Customer Contact Information				
Agency/Public University: Mississippi Attorney General's Office Address: 12 th Floor, Sillers Building 550 High Street Jackson, MS 39201			Contact Person: Rick Moore Phone: 601-359-3517 Fax: 601-359-3947 Email Address: Rick.Moore@ago.ms.gov	
MAGIC Customer Number (only required from state agencies): 7000000025 (AG-Domestic Violence)			Division/Dept.: Handmail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Project Summary Narrative Description of Project (include details of original acquisition if applicable): Maintenance for the ReportBeam Software provides phone support, routine maintenance, and software upgrades to the Attorney General's Office, Bureau of Victim Assistance. The Attorney General's Office has made a business decision to continue utilizing the ReportBeam Software and needs maintenance for the software.				
ITS Acquisition Approval (CP-1) should be effective through this date (Please allow time for all vendor invoices to be paid): 12/31/2022				
Cost Estimates Fiscal Year	Initial Costs	Ongoing Costs	Time Constraints Item Needed by: Funds Expire:	Anticipated Lifecycle of Products/System (i.e. estimated years of effective use): 2 years
FY21		\$14,932.49	Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds).	
FY22		\$15,679.12		
Total		\$ 30,611.61		
Acquisition Details				
Items Requested	Quantity	Description		Building Location(s)
VS Professional Services – APS-ReportBeam	1	ReportBeam Maintenance		
Describe platform & infrastructure (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). For equipment or hosting outside the State Data Center, attach justification: The ReportBeam software is hosted and maintained at the Mississippi Department of Public Safety.				
Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)? A procurement request has been submitted to ITS.				
Sole Source Certification Note: Certification must be renewed for each revision or continuation of previous Sole Source Approvals.				
Specific business requirements to be met by the requested products or services: Report Beam interfaces the Protection Orders with the National Crime Information Center (NCIC). The Attorney General's Office and law enforcement offices statewide use ReportBeam to issue and monitor protection orders. The Attorney General's Office has made a business decision to continue utilizing the ReportBeam Software as it provides phone support, routine maintenance, and software upgrades to the Attorney General's Office Bureau of Victim Assistance. Without this maintenance the AGO loses the ability to manage the system which includes adding and deleting users.				
Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality): The ReportBeam software supports the entry of Domestic Violence Uniform Reports by law enforcement and the entry of various Protection Orders by the Court clerks. These Uniform Reports and Protection Orders are searchable by the court clerks, law enforcement, Training, Advising, and Counseling (TAC) officers, and dispatchers. The Attorney General's Office has made a business decision to continue utilizing the ReportBeam software and needs maintenance for the software.				
Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated): ReportBeam is a sole source product, manufactured, sold, serviced, and distributed exclusively by TriTech Software Systems, a CentralSquare Company (CentralSquare). This product must be purchased directly by institutions from CentralSquare. There are no agents or dealers authorized to resell this product. ReportBeam is sold only as a direct transaction between CentralSquare and end clients.				
Vendor's Certification of Sole Source attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Vendor's proposal submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
MAGIC Vendor Code(s) Vendor must be in MAGIC before a CP-1 can be issued.				
Place Order To Vendor Name: CentralSquare/TriTech Software Systems Vendor Address: 1000 Business Center Drive Lake Mary, FL 32746			Remit To Vendor Name: CentralSquare/TriTech Software Systems Vendor Address: 1000 Business Center Drive Lake Mary, FL 32746	

By my signature, I certify that, to the best of my professional knowledge: the requested product or services are a sole source as outlined in the ITS Procurement Handbook, Rule 207.2:013-030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13. In addition, I acknowledge that there is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS and that my agency/public university is responsible for these charges/costs.

Lynn Fitch, Attorney General
Name (Agency Head or Public University CIO)/Title

 02/05/2021
Signature Date

Attachment B

DocuSign Envelope ID: 04A544E1-6741-4DD0-BFEA-B5DC5684E71A



TriTech Software Systems, a CentralSquare Company
1000 Business Center Drive
Lake Mary, FL 32746

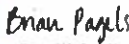
January 26, 2021

Mississippi Attorney General's Office
550 High Street
Jackson, MS 39110

To Whom It May Concern:

This letter is in response to Mississippi Attorney General's Office's request for a sole source letter from our company. This letter is to confirm that ReportBeam is a sole source product manufactured, sold, serviced, and distributed exclusively by TriTech Software Systems, a CentralSquare Company (CentralSquare). This product must be purchased directly by institutions from CentralSquare at the address listed above. There are no agents or dealers authorized to resell this product. ReportBeam is sold only as a direct transaction between CentralSquare and end Clients.

Sincerely,

DocuSigned by

014D83657EAA405

Brian Pagels
Vice President of Sales, Public Safety & Justice
CentralSquare Technologies

Attachment C

The acquisition of information technology for all state agencies and institutions of higher learning (IHLs) is within the scope of the ITS law, found in Mississippi Code Section 25-53-1, et seq., and the policies and procedures established in accordance with this statute, found in the ITS Procurement Handbook posted on the ITS website (www.its.ms.gov).

ITS enabling legislation requires that information technology hardware, software and services be acquired in a manner that insures the maximum of competition among all manufacturers and suppliers of such equipment and services. Accordingly, ITS promotes full and open competition through the issuance of open specifications and the objective evaluation of Interested Party proposals to determine the lowest and best offering to meet an agency's or public university's business requirements. True competition protects the integrity and credibility of purchasing in the public sector and is essential in providing best value and adequate contractual protection for the purchasing entity. In certain limited situations, information technology acquisitions may be sole-sourced.

ITS utilizes the provisions of Public Purchasing Law for Sole Source and Emergency procurements of information technology. Mississippi Public Purchasing Law (Mississippi Code Section 31-7-13) specifies that noncompetitive items available from one source only be exempted from bid requirements (sole-sourced). ITS statute, in Section 25-53-5 (p), permits ITS to utilize provisions in Public Purchasing Law or regulations, when applicable.

Per Public Purchasing law, acquisitions must meet the following criteria to be authorized as sole source:

1. The product or services being purchased must perform a function for which no other product or source of services exists,
2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services, AND
3. The product or services must be available only from the manufacturer and NOT through resellers who could submit competitive pricing for the product or services. The vendor's correspondence regarding this criterion for this project is included as Attachment B.

By policy as documented in the ITS Procurement Handbook, acquisitions of IT services must include the following information to be authorized as sole source:

1. An explanation about why the amount to be expended is reasonable, and
2. An explanation regarding the efforts by the purchaser to obtain the best possible price.

For state agencies, approval of all technology purchases with a lifecycle cost of \$5,000 or less, including sole source purchases, has been delegated to the agency. The ITS Procurement Limits Policies for Agencies (a section in the ITS Procurement Handbook) require a minimum of two competitive written bids or proposals for technology purchases with a lifecycle cost over \$5,000 but not over \$50,000 (not over \$25,000 for projects funded by the American Recovery and Reinvestment Act). Since, for single source items, the procuring agency will be unable to obtain two written bids, ITS must certify all sole source acquisitions of information technology with a lifecycle cost greater than \$5,000.

Institutions of Higher Learning (IHLs) or public universities have been delegated the authority to certify sole source procurements up to \$250,000 lifecycle cost under the ITS Procurement Limits Policies for IHLs (a section in the ITS Procurement Handbook). For the certification of sole source procurements delegated to the CIOs at public universities, the public university must follow ITS' Sole Source Procedure, including advertisement of the intent to award as sole source. Institutions certifying a sole source purchase must ensure the criteria listed above are met and documented

in writing by the institution and the Interested Party prior to certifying a product or service as sole source. Sole source documentation must be reviewed and approved by the IHL's CIO for any sole-source certification above \$5,000. All sole source documentation should be retained in the public university's procurement file. Sole source requests above \$250,000 lifecycle cost require ITS approval.

Other than the delegations outlined above, all sole source technology procurements must be certified by ITS. The customer's Sole Source Certification Request for this project is included as Attachment A.

ITS thoroughly reviews Sole Source Certification Requests, determining if competing products and/or services exist. If so, ITS conducts a competitive procurement. If ITS' review confirms the sole source, then a Sole Source advertisement is issued, giving other Interested Parties an opportunity to identify competing products and/or services. Based upon the results of the Sole Source advertisement, ITS will either certify the request as a sole source or conduct a competitive procurement.